

# **CENTRAL ISSUE FACILITY**

**406TH ARMY FIELD SUPPORT BRIGADE-Battalion-Bragg (AFSBn)**

**Logistics Readiness Center (LRC) JBM-HH**

**Fort Myer, Virginia**



**EXTERNAL STANDARD OPERATING PROCEDURES (ESOP)**

**July 2017**

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DEPARTMENT OF THE ARMY  
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ASEU-LMH

28 July 2017

MEMORANDUM FOR ALL SUPPORTED UNITS

SUBJECT: Central Issue Facility (CIF) External Standing Operating Procedures (ESOP)

1. REFERENCES.

- a. [AR 25-400-2](#), The Army Records Information Management System, 02 Oct 07.
- b. [AR 700-84](#), Issue and Sale of Personal Clothing, 22 July 14.
- c. [AR 710-2](#), Supply Policy Below The National Level, 28 Mar 08.
- d. [AR 735-5](#), Property Accountability Policies, 9 Nov 16.
- e. [CTA 50-900](#), Clothing and Individual Equipment, 20 Nov 08.
- f. [CTA 50-970](#), Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items), 28 Jan 05.
- g. [DA PAM 710-2-1](#), Using Unit Supply System (Manual Procedures), 1 Dec 16.
- h. [DA PAM 710-2-2](#), Supply Support Activity Supply System: Manual Procedures, 30 Sep 98.
- i. [TM 10-8400-201-23](#), General Repair Procedures for Clothing, 1 Oct 14.
- j. [TM 10-8400-203-23](#), General Repair Procedures for Individual Equipment, 01 Oct 14.

**Note:** All hyperlinks for the ARs and DA PAMs in the above reference list are located on the [Army Publications Website](#). If the hyperlinks do not function properly, please go to this website and search for the appropriate regulation.

ASEU-LMH

SUBJECT: Central Issue Facility (CIF) External Standing Operating Procedures (ESOP)

2. PURPOSE. This external SOP prescribes general policies and outlines responsibilities and procedures for the issue, exchange, and accountability of Organizational Clothing and Individual Equipment (OCIE) drawn from CIF. It applies to all individuals, units, activities, commanders, and organizations supported by and doing business with the LRC-JBM-HH CIF.

3. PROCEDURES: Recommended changes, additions or deletions to this ESOP will be brought to the attention of the Facility Manager or the CIF Property Book Officer (PBO).

4. REVOCATION: Any previous versions of this external SOP, pertinent to operations of this CIF, are herewith revoked.

5. Point of contact for this ESOP is the PBO for the CIF, Supply and Services Division, LRC JBM-HH, 406th AFSBn@ 703-696-0817.

10 Encls  
10 Appendices

JAMES A. RISEK  
Director, Logistics Readiness Center

## **APPENDIX 1 - GENERAL INFORMATION**

1. **PURPOSE**: To define policies and procedures to customers receiving or returning Organizational Clothing and Individual Equipment (OCIE). This ESOP also provides guidelines and responsibilities for the direct exchange (DX) and accountability of OCIE.

2. **SCOPE**: This ESOP is applicable to all individuals, units, activities, commanders, and organizations supported by and doing business with the LRC CIF. Annex. Automated OCIE records (DA Forms 3645/3645-1) are used to record OCIE transactions of issues, turn-ins, and DXs.

3. **MISSION**: CIF has the mission to operate issue points for OCIE in support of all tenant and permanent units. To accomplish this mission, the CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures. The goal of the LRC CIF is total satisfaction and a cooperative working relationship with all customers. Every effort will be made to satisfy all requests in a timely manner.

### **4. APPOINTMENTS.**

a. The CIF operates on a first come first serve basis for turn ins. There are no individual appointments.

b. **In-processing**: OCIE and Ceremonial issue is at 0730hrs on Wednesdays. All personnel in-processing must either be on the memorandum from ROP or have an approved MDW Form 4 for issue.

**NOTE**: It is recommended you arrive 10 minutes early.

c. **Out-processing**: First come first serve. No appointments.

d. **DX, Partial Turn-Ins, Additional Issues**: No appointments necessary. Walk-in operations on every day during operating hours except Wednesdays.

**5. OPERATING HOURS:**

**Monday** 0700-1200 and 1300-1500 hours

**Tuesday** 0700-1200 Closed (New Soldier Day Preparation)  
1300-1500 hours. Afternoon

**Wednesday** New Soldier Day (initial Issue)  
0700-1200-1300-1500 hours

**Thursday** 0700-1200 and 1300-1500 hours

**Friday** 0700-1200, Closed (Back Office Paperwork Processing) 1300-1500

**“Facility will be closed on all Federal holidays”,**

6. **LOCATION:** The LRC CIF is located on Fort Myer, in building 313 (above DPW).

**7. POINTS OF CONTACT:**

<b>SECTION .....</b>	<b>DSN</b>
Manager/Property Book Officer.....	489-0817
Tailoring/Alterations .....	489-3669
Customer Service .....	489-3344

Commercial prefix 1-703-696-xxxxx

## **APPENDIX 2: RESPONSIBILITIES**

### **1. PROPERTY BOOK OFFICER (PBO):**

a. Directs the overall operation of the CIF under the umbrella of the LRC JBM-HH, 406th AFSBn.

b. Resolves customer complaints which cannot be resolved by customer service personnel.

### **2. CENTRAL PROCESSING FACILITY (CPF):**

a. Ensures last four of the SSN, name, and unit, MOS, ETS and DEROS are accurately filled out for each Soldier in the Regiment Orientation Program (ROP memorandum).

b. Ensures Soldiers have a copy of assignment orders on hand when reporting to the CIF for in-processing.

c. Ensures Soldiers have the DA Form 3645/3645-1 (also known as "clothing records" or "OCIE records") from their previous duty station with them when in-processing CIF.

### **3. COMMANDERS AND SUPERVISORS:**

a. Responsible for managing and controlling the equipment issued to and used by members of their command. They must personally:

(1) Inspect and inventory Soldiers' OCIE when they are returning from Field Training Exercises (FTX) or when they are clearing.

(2) Ensure all authorized items on the OCIE Standard Issue List ([OSIL](#)) are on hand.

(3) Ensure all issued OCIE is properly used and maintained.

(4) Ensure OCIE is protected from loss, damage or destruction.

(5) Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.

**NOTE:** Financial Liability Investigations of Property Loss (FLIPL) will be initiated when negligence or misconduct is involved and liability is not admitted; or when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment which

indicates the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. See [Appendix 5](#).

(6) Ensure inventories are conducted when appropriate and documented.

(7) Ensure unit OCIE property records are properly maintained.

b. Every Soldier / Customer responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. For equipment damaged through other than fair-wear-and-tear ([FWT](#)), a [damage statement](#) must be prepared in accordance with (IAW) [AR 735-5](#), Chapter 14-18 (page 139).

c. Ensure that the policies outlined in this external SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.

d. Review unit supplemental authorizations annually or as mission requirements change.

e. Ensure that Soldiers do not request the DX of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.

f. IAW [DA PAM 710-2-1](#), expendable items will be replaced at the unit level when becoming damaged, unserviceable or lost. Commanders need to ensure expendable OCIE issued initially by the CIF is stocked and replaced at unit level. Furthermore, unit must stock repair parts to support OCIE in the possession of Soldiers. The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.

#### 4. **INDIVIDUAL:**

a. Every individual is responsible for reporting on time to the CIF for his/her appointment in duty uniform, i.e. ACU, Class A/B, APFT etc. When issued equipment, each Soldier must inspect and account for equipment prior to signature. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible to familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning, or failure to properly repair an item will not meet the Fair, Wear & Tear (FWT) criteria.



b. Everyone is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (e.g. guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.

c. Soldiers are **not allowed** to make entries (pencil or pen) on units copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, ITT, retirement or resignation.

d. If a copy of their OCIE clothing record is requested by their unit supply section, Soldiers can print it out themselves via their AKO account.

##### 5. UNIT SUPPLY PERSONNEL:

a. Ensure that all OCIE - barracks bags, intermediate cold weather (ICW) boots, cook- whites, and safety shoes - issued to an individual at other duty stations is recorded on the clothing records.

b. Request a copy of the Soldier's OCIE records from previous unit commander if the Soldier arrives at JBM-HH without OCIE records.

c. Ensure that every Soldier in the unit properly processes in and out of the CIF.

d. Ensure that OCIE clothing records are on file. A copy of the OCIE clothing records can either be obtained from the individual Soldier who can print it out via his/her AKO account, or request a copy for the whole UIC from the CIF.

e. Ensure that unit supply personnel and Soldiers make no entries (pencil / pen) on unit copy of clothing record.

f. Conduct periodic/selective unit level inventories. See [Appendix 6](#).

g. Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

h. Ensure that Soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

i. Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals. **NOTE:** Unit supply personnel are responsible for initiating FLIPLs (DD Form 200), CIF will initiate Statements of Charges (SOC), and/or Cash Collection Vouchers (CCV, DD Form 362), IAW AR 735-5. See [Appendix 5](#).

j. Conduct on a quarterly basis a reconciliation of OCIE records with the CIF. See [Appendix 7](#). **NOTE:** Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges, until reconciliation is complete.

k. Provide CIF with a copy of unit commander's assumption of command orders, AAA roster and update CIF files when there is a change of command.

l. Prepare and forward required DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies, commonly referred to as "signature card") to the CIF, and ensure that expired DA Forms 1687 are replaced promptly when there is a change.

m. Provide on a semi-annual basis (June and December) a personnel status report. It must include the following information: Authorized strength, required strength, assigned strength, number of authorized cooks, and number of authorized mechanics. See [Appendix 8](#).

n. Requisition expendable supplies for the performance of organizational maintenance.

### **APPENDIX 3: IN-PROCESSING AND INITIAL ISSUE OF OCIE**

1. All military personnel assigned to TOG must in-process through the LRC JBM-HH CIF. The Soldiers will be issued the items listed on the OCIE Mandatory Issue List (OSIL). See [Table 9-3](#).

2. All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not:

a. Be in duty uniform (ACU, APFT, Classes A or B).

b. Possess a valid military ID card.

c. Provide one copy of orders assigning them to their unit, to be retained by the CIF in the Soldier's clothing record. Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders. Orders assigning individuals to the 3<sup>RD</sup> INF Regiment are NOT sufficient evidence to provide support to a Soldier.

d. Possess copy of personal clothing records from last duty station, as required by [DA PAM 710-2](#). CIF personnel will prepare two copies of the OCIE Record. The original will be retained on file at the CIF, the other copy will be provided to the customer at time of issue. Only CIF personnel are authorized to adjust OCIE Records; unit supply personnel may make no entries. Any item of OCIE authorized on the OSIL but out of stock at the time of initial issue, will be recorded by CIF personnel. When the item becomes available, unit supply personnel will be notified and the individual may return to the CIF for issue.

3. Soldiers not assigned to a MOS but requiring an issue of MOS-related supplemental OCIE, **MUST** have a memorandum signed by their company commander, verifying that the individual is working full-time in that MOS and requires the equipment. See [Appendix 9](#).

4. Food service personnel requiring initial issue of cook whites must present evidence that the items were never issued or were turned in at their last duty station.

5. Aviation personnel must have orders stating that they are on "FLIGHT STATUS" and present evidence that the flight gear was never issued or was turned in at their last duty station.

6. Emergency Essential Civilians (EEC) – Department of Defense, Federal Employees **ONLY** - requiring issue of OCIE for special projects or deployments, will provide a memorandum to the CIF from their commander, as depicted in [Table 9-5](#).

7. New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures will be coordinated between the CIF PBO and supported units. Typically, non-sized items will be issued in bulk to the unit for further issue to the individual Soldier on DA Form 3161. DA Forms 3161 will be returned to the CIF for inclusion with the individual's OCIE record. To the greatest extent possible, sized items of OCIE will be issued directly to the Soldier by the CIF.

8. [TM 10-8400-201-23](#) and [TM 10-8400-203-23](#) prescribe the serviceability criteria for items of OCIE.

## **APPENDIX 4: OUT-PROCESSING AND TURN-IN OF OCIE**

### **1. GENERAL:**

a. All Soldiers assigned to units or elements supported by the LRC JBM-HH CIF must out-process through the CIF. All turn-ins are on a first come first serve basis. No appointments.

b. Before you turn in your OCIE, you must do an inventory with your unit supply or NCOIC and if items are missing, either purchase replacement items from the Military Clothing Sales Store or prepare an adjustment paper (SOC, CCV or FLIPL). Follow procedures described in [Appendix 5](#) before you come to your CIF appointment. Only a complete inventory of OCIE will be accepted; so no partial turn-ins. CIF turn-ins are not to be used as an inventory to see what is missing.

c. Certain "PCS transfer" items of OCIE will accompany the individual to his/her next duty assignment. You will find these items identified by a PCS trans code of (Y) on the OCIE record.

d. Aviation personnel who remain on flying status must show "FLIGHT STATUS" orders to CIF. You will retain flight gear.

e. If you fail to complete your turn-in due to soiled and/or missing equipment, or tardiness, you will be required to return to the CIF to complete the turn-in of OCIE.

f. OCIE will be returned to the same CIF site from which the issue was made unless the customer was reassigned, after the initial issue, to a unit served by another location.

g. Soldiers out-processing the CIF must have in their possession the Installation Clearance Record, orders, and the OCIE to be turned-in plus, if applicable, documentation to account for missing or unserviceable OCIE.

h. When another individual is required to clear a customer (e.g. AWOL, CHAP, MEDEVAC, confinement, decease etc.), the individual turning in the equipment must have a memorandum signed by the commander or a power-of-attorney authorizing the turn-in or clearing action. See [DA Pam 710-2-1](#).

i. For damaged OCIE you will need a damage statement (see [Appendix 5, Figure 5-3](#)). When you are clearing, you do **NOT** need to direct exchange (DX) these items before your clearing turn-in. These items will be turned in just like the rest of your equipment on your turn-in, along with the damage statement.

## 2. **DIRECT EXCHANGE (DX).**

a. OCIE will only be DXd if it was rendered unserviceable as a result of fair, wear and tear (FWT). FWT is "the impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose. Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improper care, will **not** be considered FWT damage and is subject to the provisions of [AR 735-5](#)."

b. Individual DX is conducted on a walk-in basis, during [designated hours](#), by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange. See para 3a above for details.

c. All equipment must be cleaned prior to DX. Equipment requiring organizational and/or individual maintenance will not be exchanged, and the Soldier will be directed to repair and/or clean the item IAW [TM 10-8400-203-23](#).

d. An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.

e. Any items that are not recorded in the "Authorized Quantity" section on the clothing record will not be DXd or exchanged. The items must be added to records first before this process can take place.

f. Clothing records are not required for the exchange of non-sized items. OCIE not issued by the CIF to the individual and signed for on a DA Form 3645, will not be exchanged.

g. **Serviceable equipment will not be exchanged for cosmetic reasons** (e.g. for change of command ceremonies).

h. Equipment damaged through other than FWT must be accompanied with an adjustment document (damage statement) IAW [AR 735-5](#). See [Appendix 5](#).

i. The Advanced Combat Helmet (ACH) has several replaceable components and will not be direct-exchanged because of a missing component. Unit supply rooms should have replaceable components available.

j. Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.

### 3. **INSPECTION AND REPAIR OF OCIE:**

a. OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each Soldier / customer is responsible for proper organizational maintenance, care, custody, and safeguarding, of all OCIE issued to them.

b. [TM 10-8400-203-23](#) provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.

c. Commanders and supervisors are required to conduct OCIE record inventories IAW [DA PAM 710-2-1](#). See [Appendix 6](#) for more details.

d. [Appendix 10](#) provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the DX of equipment.

### 4. **TEMPORARY LOANS:**

a. Temporary loans of OCIE are permitted for training purposes only.

b. Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting a temporary loan. The memo needs to list the dates and the items required, and include a full justification with regard to the intended use of the equipment.

c. Temporary loans will not be made for beautification purposes in support of changes of command or other ceremonies.

d. All temporary loans will be for a period not to exceed 30 days.

e. Temporary Loan Procedures:

(1) Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's assumption of command orders and a valid signature card. The CIF PBO and/or staff will issue available items, retain the signed original of DA Form 3161, and give the unit the copy.

(2) Temporary loans of equipment will be turned in no later than 30 days after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit's copy of DA Form 3161. CIF personnel will inspect the items for cleanliness and serviceability, then annotate on both the unit and the CIF copy of DA Form 3161 that the items have been returned and accounted for. Lost, damaged or destroyed property will be accounted for IAW [DA PAM 710-2-1](#).

**5. MISCELLANEOUS:**

a. Females requiring maternity uniforms must bring a memorandum from their unit commander, as well as a doctor's statement confirming their pregnancy and requesting the issue of maternity army combat uniforms (ACUs).

b. In those cases in which neither the individual nor the CIF has a Soldier's clothing record, the respective individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means of appraisal.

c. SOC and CCV are prepared IAW [AR 735-5](#) by the CIF. See [Appendix 5](#) for further explanation and samples. Once the customer receives a document number from the CIF, they will hand-carry the SOC/CCV to their unit for the commanders signature and then to Finance for processing. The SOC/CCV must then be returned to CIF for final processing. This action will clear the items from the customer's hand receipt, and the customer can turn in the remaining equipment.

d. FLIPLs are prepared IAW [AR 735-5](#) by unit supply personnel and will consist of one original and three copies. See [Appendix 5](#) for samples. When damage (through other than FWT) to OCIE or loss thereof occurs and liability is not admitted, the unit commander will initiate a FLIPL (DD Form 200). The initiated FLIPL will be forwarded (hand-carried if individual is clearing) to the CIF PBO for signature and assignment of a document number. The FLIPL will be processed through the chain-of-command of the individual responsible for the property at the time of the loss. The losing unit for OCIE not turned in to the CIF will initiate a FLIPL when ETSing or retiring Soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF PBO, they will keep one copy and return the original to their S-4 for processing. The CIF will keep the other two copies, one for the suspense file and the other for the supporting documents file. This action will clear the items from the customer's hand receipt, and the customer can turn in the remaining equipment on their appointment.



## **APPENDIX 5: ADJUSTMENT DOCUMENTS**

1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items. [AR 735-5](#) prescribes policies in preparing and processing these documents in chapter 13 (page 51).

2. Use the following adjustment documents for property that is lost, damaged or destroyed by means other than FWT:

a. DD Form 200, Financial Liability Investigation of Property Loss. For examples on how to fill out the forms, see figures [5-1A](#), [5-1B](#) and [5-1C Continuation Page](#). The form will be prepared with one original and one copy.

b. DD Form 362, Statement of Charges / Cash Collection Voucher. See [Figure 5-2](#).

c. Damage Statement. See sample memorandum at [Figure 5-3](#).

**NOTE:** *Regardless of the method of accounting for property lost, damaged or destroyed, title (ownership) of the property remains with the U.S. Government.*

**FIGURE 5-1A** -- See AR 735-5

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01		3. DATE LOSS DISCOVERED (YYYYMMDD) 20150930			
4. NATIONAL STOCK NO. C10345 8415-01-519-8599	5. ITEM DESCRIPTION Coat Army Combat Uniform Large Regular		6. QUANTITY 1	7. UNIT COST 36.00	8. TOTAL COST 36.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <div style="float: right;"> <input checked="" type="checkbox"/> Lost  <input type="checkbox"/> Damaged  <input type="checkbox"/> Destroyed  <input type="checkbox"/> Organization  <input type="checkbox"/> Installation  <input type="checkbox"/> OCIE           </div> <p>SGT John A. Doe was missing 16 each ACU coat and a sleeping bag at the shift change inventory. No coats or sleeping bags were issued during the shift on 29-30 September 2014, the missing coat and sleeping bag are lost. SGT Doe stated that someone must have stolen it during the night.</p> <p>Exhibit A through F</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Continue to reiterate and enforce the necessity for individuals to guard or secure equipment at all times.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 34th Engineer Battalion Fort Knox, KY 401		b. TYPED NAME (Last, First, Middle Initial) Doe, Merlin X., SSG, Squad Leader		c. DSN NUMBER 315-123-4569			
		d. SIGNATURE <b>DIGITAL SIGNATURE 123456789</b>		e. DATE SIGNED 20151001			
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS Request investigation to ensure all policy and procedures were followed.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121		d. TYPED NAME (Last, First, Middle Initial) Doe, Mark W. Jr., CPT, Commanding		e. DSN NUMBER 315-456-8132			
		f. SIGNATURE <b>DIGITAL SIGNATURE 123456789</b>		g. DATE SIGNED 20151115			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Recommend approval of the financial liability investigating officer's findings to hold SGT Doe financially liable for failing to properly secure Government equipment.			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121		e. TYPED NAME (Last, First, Middle Initial) Doe, Shanna Y., LTC Commanding		f. DSN NUMBER 315-456-8132			
		g. SIGNATURE <b>DIGITAL SIGNATURE 123456789</b>		h. DATE SIGNED 20151115			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Approved to hold SGT John A. Doe, financially liable in the amount entered in block 15d. SGT Doe's basic pay at the time of loss was \$2,146.00			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 1st BCT, 2nd Infantry Division Fort Knox, KY 40121		e. TYPED NAME (Last, First, Middle Initial) Doe, Dean S. III, COL, Commanding		f. DSN NUMBER 315-159-000			
		g. SIGNATURE <b>DIGITAL SIGNATURE 123456789</b>		h. DATE SIGNED 20151205			

DD FORM 200, JUL 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 8.0

**Figure 13-4. Sample of DD Form 200 when more than one item is lost, damaged or destroyed**

**FIGURE 5-1B**

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)		
Add Page		
<p>I have examined all the available evidence shown in Block 9 and exhibits A through F. I also conducted numerous additional interviews and obtained other evidence and have attached them to this investigation, exhibits G through M. The ACU coats and sleeping bag were lost due to failure to properly secure Government property. The loss was a result of simple negligence on the part of SGT John A. Doe.</p> <p>SSG Zoe was assigned the task of outfitting the deploying forces of the 234th Infantry Battalion. His operation was set-up on the airfield. He ran a 24 hour operation with eight Soldiers, 12 hour shifts. There was an NCO assigned to each shift. SGT Doe had the night shift. There were approximately ten airfield personnel on duty at night. These airfield personnel move around freely throughout the facility.</p> <p>On the night of 29 September 2014, SGT Doe released everyone to go to chow at 2200hrs. He was the only one from the detail left on the airfield. After all had left for chow, SGT Doe went to the back room to use the computer to read and send some e-mails. He did not leave anyone to watch the supplies out on the floor. He did not have eyes on the supplies while in the back room. SGT Doe admits to staying in the room until everyone returned from chow.</p> <p>At the morning shift detail inventory, it was discovered that a one large regular ACU coat and one sleeping was missing. None of the detail admitted to taking the ACU coats or the sleeping bag. All airfield personnel were interviewed but none admitted to knowing or seeing the thief. It was likely stolen during the time the items were unguarded, between 2200 and midnight, when SGT Doe was in the back room. The identity of the thief is still unknown.</p> <p>SGT Doe had supervisory responsibility for the unissued items. A Statement of Charges was offered to SGT Doe to pay for the loss but he refused to sign it.</p> <p>The ACU coats and sleeping bag were not depreciated as it was new when it was determined missing.</p> <p>Recommended that SGT John A. Doe be held liable in the amount of \$727.95 and all others be relieved of responsibility for the lost item. SGT Doe's base pay at the time of loss was \$2, 146.00.</p> <p>Exhibit A through M attached.</p>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
36.00	0.00	36.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)	f. TYPED NAME (Last, First, Middle Initial)	g. DSN NUMBER
EUSA-BD-A A Company, 234th Engineer Battalion Fort Knox, KY 40121	Doe Joel B. 1L T	315-723-6745
	h. DATE SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)	i. DATE APPOINTED (YYYYMMDD)
	20151030	20151010
	j. SIGNATURE	k. DATE SIGNED
	<b>DIGITAL SIGNATURE 123456789</b>	20151029
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
<input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)	d. TYPED NAME (Last, First, Middle Initial)	e. DSN NUMBER
EUSA-BD-A A Company, 2nd Engineer Battalion Fort Knox, KY 40121	Doe, John A.	315-985-4568
	f. SIGNATURE	g. DATE SIGNED
	<b>DIGITAL SIGNATURE 123456789</b>	20151116
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
W6212F 5284-1010		
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)	c. TYPED NAME (Last, First, Middle Initial)	d. DSN NUMBER
EUSA-BD-PBO 1st BCT, 2nd Infantry Division Fort Knox, KY 40121	Doe, Reginald A.	315-549-7135
	e. SIGNATURE	f. DATE SIGNED
	<b>DIGITAL SIGNATURE 123456789</b>	20151010
DD FORM 200 (BACK), JUL 2009		
Reset		

Figure 13-4. Sample of DD Form 200 when more than one item is lost, damaged or destroyed-Continued

**FIGURE 5-1C**

Continuation of DD Form 200, block 4-8,

CONTINUATION OF BLOCKS 4 - 8						Page <u>3</u> of <u>3</u> Pages
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01				
ITEM NO.	4. NATIONAL STOCK NO. LINE ITEM NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
2	T71706 8465-01-033-8057	Sleeping Bag Universal Type 2	1	151.95	151.95	
3	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
4	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
5	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
6	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
7	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
8	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
9	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
10	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
11	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
12	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
13	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
14	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
15	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
16	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
17	CI0345 8415-01-519-8599	Coat Army Combat Uniform	1	36.00	36.00	
New Page					FOR INTERMITTENT PAGES, ENTER SUBTOTAL:	691.95
					IF LAST PAGE, ENTER GRAND TOTAL:	727.95

DD FORM 200, JUL 2009

**FIGURE 5-2**

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE 8 Jan 2015	
				2. DOCUMENT/VOUCHER NUMBER W6212F 5008-1021	
3. ORGANIZATION A Troop, 4th Cavalry Regiment, UIC: WAAABO			4. STATION Fort Mile High, TX 12345-1234		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 012345-1245549		6. DISBURSING STATION SYMBOL NUMBER ABCD-EF		7. ACCOUNTING CLASSIFICATION 12345.67890	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
8465-01-115-0026	Canteen 1 Quart (C69536) (\$3.25)	1	2.92	2.92	
8365-01-753-6490	Cover Canteen Cold Weather (F29960) (\$3.25)	1	2.95	2.95	
8415-01-926-1674	Gloves Barb Wire Handler (DA1587) (\$14.10)	2	12.69	25.38	
8465-01-033-8057	Sleeping Bag Universal Type 2 (T71706) (\$115.95)	1	104.35	104.35	
8415-01-519-8599	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8600	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8601	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8602	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8603	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8604	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8605	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8606	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION		b. CASH COLLECTION X		c. GRAND TOTAL 394.80	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL I certify that my signature hereon constitutes a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. b. An affirmation that the articles are not now in my possession. c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE SPC	e. NAME (LAST, First, Middle Initial) Doe, John A. f. SOCIAL SECURITY NUMBER 123-45-6789	g. CAUSE FOR CHARGE Lost Property	h. SIGNATURE John A. Doe	i. AMOUNT 135.60	
10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.		11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below. a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. X b. Remitted through cash collection.			
a. DATE 9 Jan 2014	b. SIGNATURE BLOCK/SIGNATURE John B Doe, CPT, CAV, Commanding	c. DATE 9 Jan 2014	d. SIGNATURE BLOCK/SIGNATURE John C. Doe, MAJ, Finance		

DD FORM 362, JUL 93 Previous edition may be used. Reset Adobe Professional 8.0

**FIGURE 5-3**

(Must be on unit's letterhead stationary!)

UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR Logistics Readiness Center JBM-HH,(ASEC-LHM/CIF PBO) 406th  
AFSBN-Bragg, 101 BLOXON ST. BLDG.205 FORT MYER, VA 22211

SUBJECT: Damage Statement

1. **(Name, Rank, last four of SSN)** requires the DX of the item(s) listed below. The damage occurred during field training exercise on DDD MMM YYYY. ***[give dates of field training exercise and delete this note]*** Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE	NSN	SIZE	QTY
Bag, Clothing Waterproof	8465-01-117-8699		2
Parka, C/W	8415-01-228-1315	MR	1

2. I, or a member of my command, have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN 47X-XXXX.

John L. Smith  
CPT, IN  
Commanding

**NOTE:** Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days upon commander's approval for exchange. If the commander believes negligence and/or misconduct were involved, a FLIPL should be initiated IAW [AR 735-5](#).

## **APPENDIX 6: CONDUCTING OCIE RECORD INVENTORIES**

1. Inventories for OCIE issued to Soldiers and/or individuals must be conducted:

a. Upon assignment of a Soldier to a unit.

b. Prior to the Soldier clearing the installation.

c. When a Soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility. In these circumstances, OCIE should be inventoried and secured. Conducting this inventory is only required if the Soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billets), or family housing.

2. The unit commander will choose an officer, warrant officer, or NCO to conduct the inventory. The chosen person will:

a. Make sure the Soldier's OCIE is not mixed with OCIE of other Soldiers.

b. Prepare two copies of DA Forms 3645/3645-1 (clothing record). Enter the words "Inventoried according to [DA PAM 710-2](#)" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.

c. Put the original of DA Forms 3645/3645-1 with the Soldier's OCIE. File the copy in the unit's absentee files with the Soldier's other DA Forms 3645/3645-1.

d. Secure the inventoried OCIE in unit facilities.

3. The following procedures are used when a Soldier returns from AWOL, hospital, confinement, or extended TDY:

a. Have the Soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.

b. Have the supply representative prepare adjustment documents for any items for which the Soldier is financially liable.

c. Have the Soldier sign a release statement and have it posted to the inventory form for items being issued.

d. Have Soldier go to the CIF with adjustment documents for reissue of shortages.

4. When a Soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph 1c above should be conducted and items turned in to the CIF. The commander's designated supply representative will:

a. Remove the unit copy of the Soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

(1) Turn in overages as found on installation property.

(2) Account for shortages according to [AR 735-5](#). Document numbers will be assigned by the CIF.

(3) Turn in the Soldier's OCIE to the CIF.

(4) Place in the absentee's file the inventory forms and the Soldier's DA Forms 3645/3645-1, showing turn-in credit.



## **APPENDIX 7: QUARTERLY UNIT RECONCILIATIONS**

1. All units will conduct a quarterly reconciliation of OCIE records with the CIF. Reconciliations are due three months from their last reconciliation. PBO/CIF Manager is responsible for coordinating the time and date in which the reconciliation will take place.
2. During the reconciliation, the unit must have a valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, last four of the social security number, and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.
3. Commanders must have appointment orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.
4. Unit commanders must inform CIF of the current assignment or transfers of individuals. When a Soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.
5. Failure of a unit to comply with the above mentioned requirement(s) will result in the unit being denied DX support from the CIF.

**APPENDIX 8: PERSONNEL STATUS REPORT**

1. On a semi-annual basis (i.e., every June and December) a personnel status report of all units will be provided to the CIF. See [Figure 8-1](#) for a sample memorandum. The report must include the following information: Authorized strength; required strength; assigned strength; number of authorized cooks; number of authorized mechanics.
2. Aviation units must include the following additional information to their reports: Number of authorized pilots; number of officers on flight status, and number of enlisted personnel on flight status.

**FIGURE 8-1**

(Must be on unit's letterhead stationary!)

UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR Logistics Readiness Center (LRC) JBM-HH, (ASEU-LMH CIF), 406th  
AFSBN-Bragg, 101 BLOXON ST. BLDG.205 FORT MYER, VA 22211

SUBJECT: Personnel Status Report for XXXX YYYY ***[replace with your unit and your UIC  
and delete this note]***

1. The following information is accurate as of DD MMMM YYYY: ***[replace with applicable  
date and delete this note]***

**Part I (All Units)**

- a. Authorized strength:
- b. Required strength:
- c. Assigned strength:

**Part II (All Units)**

- a. Number of authorized officers:
- b. Number of assigned females:
- c. Number of authorized cooks:
- d. Number of authorized mechanics:

**Part III (Aviation Units Only)**

- a. Number of authorized pilots:
- b. Number of officers on flight status:
- c. Number of enlisted personnel on flight status (crew and non-crew):

2. Point of contact for this office is the undersigned at DSN: 47X-XXXX.

John L. Smith  
CPT, IN  
Commanding

## **APPENDIX 9: SPECIAL OCIE ISSUES**

1. This appendix contains examples for preparing a memorandum for requesting issue of [CTA 50-900](#) equipment for MOS items and clothing to Emergency Essential Civilians (EEC). The individual must hand-carry the respective memorandum when reporting to CIF.
2. Enclosed sample memoranda:
  - a. Request for issue of MOS items to Soldiers. ([Figure 9-1](#))
  - b. Request for issue of OCIE to Emergency Essential Civilians (EEC). ([Figure 9-2](#))
3. Along with these examples are 3 tables listing OCIE approved for issue:
  - a. [Table 9-3](#): OSIL.
  - b. [Table 9-4](#): Supplemental MOS issue.
  - c. [Table 9-5](#): EEC issue.
4. Supply personnel will ensure that equipment issued to Soldiers is recorded in the proper clothing records and is signed by the individual.

**FIGURE 9-1**

(Must be on unit's letterhead stationary!)

UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR Logistics Readiness Center (LRC) JBM-HH, (ASEU-LMH CIF), 406th  
AFSBN-Bragg, 101 BLOXON ST. BLDG.205 FORT MYER, VA 22211

SUBJECT: Request for Supplemental Issue of MOS-Specific Items

1. The following individual is working full-time in the MOS ***[list applicable MOS and delete this note]*** and requires that she/he be issued supplemental OCIE:

<b>Rank/Grade</b>	<b>Full Name</b>	<b>SSN (last 4)</b>	<b>MOS</b>
SGT/E-5	John Doe	-1234	92G

2. Please issue the required MOS specific equipment, as stipulated in AER 710-2, table 7-2.
3. Point of contact for this office is the undersigned at DSN 47X-XXXX

John L. Smith  
CPT, IN  
Commanding

**FIGURE 9-2**

(Must be on unit's letterhead stationary!)

UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR Logistics Readiness Center (LRC) JBM-HH, (ASEU-LMH CIF), 406th AFSBN-Bragg, 101 BLOXON ST. BLDG.205 FORT MYER, VA 22211

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to Mission Essential Civilians (MEC)

1. Request that GS-XX Full Name, last four of SSN -xxxx ***[replace with applicable data and delete this note]*** assigned to xxxxxxxxxxxxxxxx ***[replace with applicable office / directorate and delete this note]***, be issued MEC OCIE for use while participating in ABCDEFGH ***[replace with applicable exercise and delete this note]*** at TUVWXYZ. ***[replace with applicable location and delete this note]***
2. The individual is aware that the authorized MEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table 7-3 of AR 710-2. This does not pertain to personal clothing.
3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.
6. Point of contact for this office is the undersigned at DSN 47X-XXXX

John L. Smith  
CPT, IN  
Commanding

**Table 9-3****OCIE Standard Issue List (OSIL)**

B13907	BAG BARRACK CT OG 107	1	N	\$11.34	\$11.34
B14729	BAG DUFFEL	1	N	\$23.56	\$23.56
B15825	BAG CLOTHING WATERPROOF	2	N	\$24.39	\$48.78
C28472	COVER HELMET	1	N	\$15.74	\$15.74
C96536	CANTEEN 1 QT W/M1 CAP	2	N	\$5.89	\$11.78
DA1556	ELBOW PAD	1	N	\$11.73	\$11.73
DA1588	KNEE PAD	1	N	\$18.72	\$18.72
B42187	BODY ARMOR	1	N	\$831.43	\$831.43
HA4064	HELMET, ADVANCED COMB	1	N	\$273.40	\$273.40
E43299	JCKT CD WT ECWC LVL 5	1	N	\$102.51	\$102.51
E43367	TRSRS W/W ECWC LVL 6	1	N	\$107.16	\$107.16
E43549	TRSRS ECWC LVL 5	1	N	\$104.79	\$104.79
E95531	JCKT CD WT ECWC LVL 4	1	N	\$53.25	\$53.25
G06171	GLOVES FLYERS CW	1	N	\$48.10	\$48.10
J15388	INSERT SMALL ARMS F/B	2	N	\$509.67	\$1,019.34
J67052	GLOVES FLYERS SUMMER	1	N	\$25.42	\$25.42
J85705	INSERT ENHANCED SIDE	2	N	\$580.95	\$1,161.90
N39848	OVERSHOES BOOT	1	N	\$20.80	\$20.80
DA657F	INSERT, FIRST AIDE	1	N	\$8.54	\$8.54
DA7069	STRAP ASSEMBLY, CHIN	1	Y	\$20.82	\$20.82
DA707G	PAD SET, SUSPENSION	1	Y	\$63.69	\$63.69
F54817	CUP WATER CANTEEN	1	N	\$14.00	\$14.00
F59856	FIELD PACK, LARGE RUCK	1	N	\$262.80	\$262.80
G39744	GAITER NECK	1	Y	\$2.27	\$2.27
L00210	INTRENCHING TOOL HAND	1	N	\$82.05	\$82.05
L70789	LINER WET WEATHER PONCHO	1	N	\$39.45	\$39.45
M24944	MAT SLEEPING	1	N	\$49.52	\$49.52
M60733	MODULAR SLEEPING BAG	1	N	\$325.34	\$325.34
NA4522	POUCH, FIRST AIDE	1	N	\$13.08	\$13.08
P17415	PONCHO WET WEATHER	1	N	\$64.74	\$64.74
PA4042	BRACKET LEVER	1	N	\$27.32	\$27.32
R97425	RIFLEMAN SET, MOLLE	1	N	\$335.76	\$335.76

### Supplemental Mechanics OCIE Issue

MECHANIC MENU						
LIN	NOMENCLATURE	SIZE	BOI	PCS TRANS	UNIT COST	TOTAL COST
C50308	COVERALLS: MECHANICS UCP-U		2	Y	\$51.87	\$103.74
DA309X	BOOTS SAFETY, HOT WEATHER, TAN		1	Y	\$85.69	\$85.69
				GRAND TOTAL		\$189.43
	Issue Criteria:					
	63 SERIES: A, B, D, G, J, M, N, S, W, Y AND Z OR CORRESPONDING NEWER 91 SERIES					
	MOS 15N , 15U, 15T, 27E, 52E, 21E, 21N, 21V AND 21W.					
	MOS 45N, 62B					
	91 SERIES					

### Supplemental Fuel Handlers Issue (77F)

FUEL HANDLER MENU					
LIN	NOMENCLATURE	BOI	PCS TRANS	UNIT COST	TOTAL COST
C68824	COAT,COMBAT (A2CU)	4	Y	\$117.04	\$468.16
T52354	TROUSERS,COMBAT (A2CU)	4	Y	\$117.17	\$468.68
DA152A	DRAWERS,FLYERS'	2	Y	\$52.68	\$105.36
DA1564	UNDERSHIRT,FLYER'S	2	Y	\$35.52	\$71.04
DA309X	BOOTS SAFETY, HOT WEATHER, TAN	1	Y	\$85.69	\$85.69
DA152L	GLOVES,FUEL HANDLER	1	Y	\$54.11	\$54.11
H35250	HOOD ANTI-FLASH: FLAM	2	Y	\$22.84	\$45.68
J23732	JACKET: FLYERS W/O LI (WLD)	1	Y	\$190.46	\$190.46
L71107	LINER: FLYERS JACKET (WLD)	1	Y	\$103.89	\$103.89
				GRAND TOTAL	\$1,593.07
	Issue Criteria:				
	MOS 92F, 92L				



**Supplemental Cook OCIE Issue**

COOK MENU					
LIN	NOMENCLATURE	BOI	PCS TRANS	UNIT COST	TOTAL COST
DA153U	APRON FOOD HANDLERS	8	Y	\$6.43	\$35.60
DA3045	BOOTS SAFETY, BLACK	1	Y	\$90.36	\$80.00
S84246	SMOCK MEDICAL ASSISTANT	8	Y	\$11.61	\$89.52
T36211	TROUSERS MENS MEDICAL	8	Y	\$17.70	\$130.08
				GRAND TOTAL	\$335.20
	Issue Criteria:				
	MOS 92G, 68M				

**Table 9-5****Mission Essential Civilians (MEC) Issue List**

CIVILIAN / CONTRACTOR ISSUE					
LIN	NOMENCLATURE	BOI	PCS TRANS	UNIT COST	TOTAL COST
	<b>PROTECTIVE EQUIPMENT</b>				
B28123	BODY ARMOR OTV	0	N	\$590.96	\$0.00
DA7043	OTV BASE VEST ASSEMBLY	1	N	\$511.03	\$511.03
DA7054	YOKE AND COLLAR, ASS	1	N	\$72.83	\$72.83
DA705V	THROAT PROTECTOR ASSY	1	N	\$31.19	\$31.19
DA7065	GROIN PROTECTOR, ASY	1	N	\$58.89	\$58.89
J85705	ENHANCED SMALL ARMS (ESAPI) - Note 1	2	N	\$528.28	\$1,056.56
C28472	COVER: HELMET CAMOUFL UCP	1	N	\$16.93	\$16.93
H53175	HELMET: ADVANCED COMB	1	N	\$238.34	\$238.34
J67052	GLOVES: FLYERS SUMMER	1	Y	\$22.22	\$22.22
	<b>WET WEATHER EQUIP</b>				
P05813	PARKA: WET WEATHER UCP	1	N	\$82.21	\$82.21
T38070	TROUSERS: WET WEATHER UCP	1	N	\$59.59	\$59.59
P17415	PONCHO WET WEATHER UCP	1	N	\$57.77	\$57.77
	<b>COLD WEATHER EQUIP</b>				
P69767	PARKA COLD WEATHER: DESERT	1	N	\$153.05	\$153.05
T36177	TROUSERS COLD WEATHER DESERT	1	N	\$89.70	\$89.70
L70789	LINER WET WEATHER PON UCP	1	N	\$35.59	\$35.59
05008N	UNDERSHIRT, EXTREME C	2	N	\$17.51	\$35.02
05009N	DRAWERS, EXTREME COLD	2	N	\$14.19	\$28.38
B09054	BOOTS: INTERMEDIATE COLD WET	1	Y	\$111.30	\$111.30
G39744	GAITER: NECK POLYPROP	1	Y	\$2.24	\$2.24
H46744	HOOD: COLD WEATHER BA	1	Y	\$8.96	\$8.96
	<b>LOAD EQUIPMENT</b>				
B13907	BAG BARRACKS: COTTON	2	N	\$10.11	\$20.22
B15825	BAG CLOTHING WATERPRO	1	N	\$17.99	\$17.99
B14729	BAG DUFFEL: NYLON DUC	3	N	\$22.10	\$66.30
B59567	BELT INDIVIDUAL EQUIP	1	N	\$11.53	\$11.53
U73323	SUSPENDERS NYLON	1	N	\$11.99	\$11.99

(continues on next page)

	<b>SLEEPING EQUIP</b>				
M60483	MODULAR SLEEPING -(COMP - 4)	0	N	\$261.65	\$0.00
YY1890	SLEEPING BAG, BLACK	1	N	\$82.13	\$82.13
DA658Z	BAG, PATROL, MODULAR	1	N	\$61.17	\$61.17
DA6553	STUFF SACK,COMPRESS	1	N	\$16.17	\$16.17
DA6506	BIVY COVER SLEEPING B	1	N	\$168.20	\$168.20
M24944	MAT: SLEEPING SELF IN	1	N	\$42.20	\$42.20
	<b>MISC EQUIP</b>				
F54817	CUP WATER CANTEEN	1	N	\$12.46	\$12.46
C96536	CANTEEN WATER: 1QT	1	N	\$4.90	\$4.90
F30391	COVER WATER CANTEEN	1	N	\$5.65	\$5.65
NA4522	POUCH, IFAK	1	N	\$11.07	\$11.07
DA657F	INSERT,FIRST AID KIT	1	N	\$7.58	\$7.58
	<b>UNIFORM ITEMS ( Note 2)</b>				
C43484	COAT CAMOUFLAGE: DESE	4	N	\$30.83	\$123.32
T35238	TROUSERS CAMOUFLAGE P	4	N	\$32.75	\$131.00
H20256	HAT CAMOUFLAGE: DESER	1	Y	\$7.79	\$7.79
C04411	CAP: CAMOUFLAGE DESER	1	Y	\$7.05	\$7.05
				<b>GRAND TOTAL</b>	<b>\$3,480.52</b>

## **APPENDIX 10: SERVICEABILITY STANDARDS FOR OCIE**

1. This appendix provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.

### **2. RESPONSIBILITIES.**

a. Commanders, supervisors and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out-processing through CIF.

b. CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size, and quantity.

c. Soldiers will:

(1) Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.

(2) Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.

d. Unit supply personnel will:

(1) Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE, for individuals departing the unit, should be conducted at least 4 weeks prior to ETS/PCS.

(2) Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in [AR 735-5](#).

### **3. INSPECTION PROCEDURES.**

a. CIF personnel will be the final governing authority in judging the serviceability of all equipment.

b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of FWT.

c. Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was previously disposed of through property disposal channels (DRMO).

d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.

e. When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement ([figure 5-2](#)) will accompany the Soldier and equipment to the CIF for exchange.

**NOTE:** All FWT is considered acceptable and does not need to be turned in before the turn-in appointment.

4. INSPECTION STANDARDS for all OCIE: All items must be clean, dry, free of odor, free of animal hair, and free of dust.

## 5. HELPFUL HINTS:

- a. All buttons must be on and not broken or cracked.
- b. The user must repair all small holes (less than ½ inch).
- c. Stains can be removed by following the directives in [TM 10-8400-203-23](#).
- d. Coveralls that are saturated with petroleum will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done, the CIF will need a memorandum from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.
- e. Overshoes, entrenching tool covers and canteens with black marks and skid marks will only be accepted after you have tried to remove the marks and failed.
- f. Ensure that the neck and foot area on the sleeping bag is clean.

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- g. Lubricate all zippers with "zipper ease".
  - h. Pin holes in waterproof bags are acceptable.
  - i. OCIE with adhesive glue/tape still attached or with markings will not be accepted. Names and other methods of identification will result in rejection of the item.
  - j. The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept
  - k. Patches are acceptable only if they are properly done. All repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs made with iron-on patches must have round corners. Tape repairs, when authorized, must have round corners. If iron-on/tape-repaired area exceeds size of hole by ½ inch, repair must be redone.
  - l. Inspect each OCIE item, the inside as well as the outside.
  - m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding, and thread to shrink and melt, rendering the item unserviceable.
  - n. Flight gloves and Combat Vehicle Crewmember (CVC) gloves are to be washed in warm water, not exceeding 120F. Do not bleach or starch. Rinse thoroughly in clear warm water. Remove soap by repeated rinsing, or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist. Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry, or expose wet gloves to heat or direct sunlight.
  - o. OCIE **NOT** authorized to be laundered in commercial machines:  
Bag, Clothing Waterproof  
Mat Sleeping  
Strap, Field Pack